AGENDA

Excel for Dummies

Location Man O' War Room

September 17, 2015
Session #1: 1:15 pm – 2:15 pm
Session #2: 2:30 pm – 3:30 pm

Purpose: Excel Training for data needs
Training Provided by Kentucky Migrant Education Program's Fall Academy
Instructor: Cathy Lazarin KDE Resource Management Analyst

Excel Intro	- How to start, open or retrieve a workbook - Discuss Tabs and explain their functions - Discuss the "Quick access toolbar" - How to customize your "Quick access toolbar"
Formatting	- Demonstrate resizing columns and "autofit" - Discuss how to Wrap Text to fit a cell - Discuss how to Merge & Center with 2 or more cells - How to add Borders (adding and removing) to your spreadsheet - Highlighting cell(s) within your spreadsheet - Discuss some print set and print area - Discuss how to copy, paste and drag information - Demonstrate how to format after pasting from a different document
Simple Formulas	- Discuss how to write a simple formula to perform basic arithmetic operations. - Define a function and demonstrate how to use a function when constructing a formula - Discuss SUM, Average, Count, MAX and MIN functions - Demonstrate the Autosum feature - Demonstrate the Auto calculate area in status bar
Tables	- Define a table and discuss data requirements for creating a table - Demonstrate creating a table - Demonstrate formatting options within a table - Discuss sorting data and demonstrate several methods for sorting - Discuss freeze frame options and demonstrate - Discuss filtering data and demonstrate the autofilter options - Discuss and demonstrate the Total Row option for quick calculations